

EYES ONLY

Approved For Release 1999/09/27 : CIA-RDP91-00452R000100100013-4

ORD-311-79

9 March 1979

MEMORANDUM FOR: ORD Career Service Panel
THROUGH : Special Panel/ORD
SUBJECT : 25X1A9a
Recommendation for Promotion of
[REDACTED] from
GS-05 to GS-06

25X1A9a

1. I recommend [REDACTED] for promotion
from GS-05 to GS-06. 25X1A9a

2. [REDACTED] is an extraordinarily gifted secretary, the more so because she is very young and has little experience. Nevertheless, her performance is, without question at the GS-06 level as indicated by all the usual secretarial skills, e.g., typing, dictation, and filing ability. Moreover she accomplishes her duties calmly (even during notebook page preparation) smoothly handles a variety of requests from Branch personnel, has a fine sense of humor, learns quickly, (the first time through a task), and is extremely security conscious. She deals with people very well indeed. 25X1A9a has supervisory potential.

3. [REDACTED] is a real asset to the division and has earned her promotion by any measure. 25X1A9a

[REDACTED]
Data Processing Research
Office of Research and Development

APPROVED:

Chairman, ORD Career Service Panel

Date

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